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CITY CLERK REPORT-JANUARY 2022

- 1) The meters were read on January 4th due to the holiday on Monday; 57 need to be estimated because of the large snow banks blocking residents meters. Water bills were done on January 6. There was a total of \$360.20 assessed in Late Fees.
- 2) XS Consulting: We have 1 Invoices (January) for our monthly MS365 subscription fee @ \$76.50 each. We have used \$298 of our last Block Time Contract of \$500 purchased 11/10/2021.
- 3) I have begun work with CliftonLarsonAllen for our 2021 Audit. So far they have given me a list of 54 items or reports to produce for them. I will be working more intensely on these next week. From past experience, I expect there to be many additional requests. They are scheduled to come to our office to finish in person January 18 through 19th or 20th.
- 4) I have done some research on rules for ARPA funds. One particular item I found out about was purchase of fire trucks or emergency vehicles IS a LISTED ACCEPTABLE use of ARPA funds. Also, with ARPA funds it is allowed to combine funds for a joint purpose, (as compared to CARES where that issue was debatable and finally allowed right before the deadline). In other words, we can combine ARPA funds with Belle River Township and Carlos Township for items for the Fire Department.
- 5) I have received emails regarding grant funds available for the Fire Department. I have passed information of these to the Fire Department and the information was simply returned to me. Also, one of the emails came from Widseth engineering, who has a dedicated grant writer. I asked Todd about that and he suggested I forward the info to Jared Voge which I did. One other item on this subject is the Fire Department is supposed to submit a Roster form every year by June 30th to MBFTE. Last year, despite *many* notices and requests (more than 10) they did not respond. So now, this fiscal year, July 1, 2021 through June 30, 2022, our Fire Department has funds limited to the default minimum based on 10 Firefighters. For the next Fiscal year, they will need to submit their roster by June 30, 2022. There are additional training grants available from other sources; but they must be applied for. I do not consider this my job; I forward the information, but a lot of the info required on filling out these grants I do not know. One positive thing is that I did finally receive the CFD Minutes from Olivia.

- 6) For some unknown reason, the bank stopped making our monthly transfers as they were instructed, from the checking account 0053 to the MPFA Savings account. I submitted an inquiry to them, and they did not find any reason why this happened. The transfers are supposed to be set up to continue until manually stopped. We will be signing a new agreement for the auto-transfer for this new year; I will make sure it includes enough to compensate for no transfers being done November, December of 2021. The bank also informed me that now that Chris has resigned, we will have to do all that paperwork for signatures over again. They are waiting to see what you decide as to the vacant Council seat before they prepare new paperwork.
- 7) Jeff has been putting many extra hours with all the snowplowing. The extra hours as well as trudging through snowbanks to try to get meter readings has resulted in beginning to feel under the weather, like bronchitis is trying to set in. Which brings up the question, can we find someone we can call for backup if Jeff is not able to work on a particular day? To drive the snowplow, a person needs a CDL. Snowplow drivers in the state of MN are exempt from being required to have the DOT health card.
- 8) It is time for my annual review, so we need to get that scheduled. I will be requesting a raise as I have not had one since I started August 2019. Also I may need permission to put in some overtime with the Audit, working on zoning, researching ARPA funds and other grants.